

**409.5 Documentation of Conservation Planning Data.**

(a) Conservation planning will be documented in electronic format in Customer Service Toolkit. All program contracts will be generated from the basic plan developed in CSToolkit.

(b) A paper copy of the plan will be maintained in the field office file, which will contain maps, planning and implementation notes, and supporting documentation used to assist the client in the decision making process and implementation of the conservation practices. Planners should refer to the appropriate conservation practice statement of work to identify documentation levels to be contained in the case file.